

## Frederick County Department of Aging

### Volunteer Position Description

<b>Position Title</b>	Health and Wellness Fair Representative
<b>Purpose</b>	<ul style="list-style-type: none"> <li>- To assist the Department of Aging dissemination of up to date, valuable information on relevant programs and services. To be a presence at local health and wellness fairs as a means to promote and market the Department.</li> <li>- Allow for more of a community presence throughout Frederick County.</li> </ul>
<b>Position Description of Duties</b>	<ul style="list-style-type: none"> <li>- Pick up health fair materials— display board, flyers, booklets, marketing materials from the DoA office</li> <li>- Transport to health fair, set up display</li> <li>- Hand out information</li> <li>- Answer questions regarding Department, programs and community resources</li> <li>- Compile participant information for follow up, as necessary</li> </ul>
<b>Qualifications for position</b>	<ul style="list-style-type: none"> <li>- Ability to participate in training (requirements below)</li> <li>- Knowledge or ability to gain knowledge, of local resources, specifically of the Department.</li> <li>- Comfortable discussing Departments programs and services and interacting with community</li> <li>- Ability to carry, transport and set health fair materials (~10 pounds)</li> <li>- Own transportation</li> <li>- Friendly and outgoing</li> </ul>
<b>Time Requirement</b>	<ul style="list-style-type: none"> <li>- Varies- flexible schedule required.</li> <li>- Day, evening, weekends possible.</li> </ul>
<b>Location of Assignment</b>	Varies- throughout Frederick County.
<b>Orientation and Training</b>	<ul style="list-style-type: none"> <li>- Meeting with staff regarding overview of agency services and programs</li> <li>- Accompany/shadow a staff for at least one health fair before traveling out alone</li> <li>- Add to list to receive monthly caregiver email to receive upcoming program notices</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>- Increased knowledge of Department of Aging programs and services, as well as other local resources</li> <li>- Interact with community</li> <li>- Exposure and contact with other agencies and community members</li> </ul>

	<ul style="list-style-type: none"> <li>- Many times hosts offer free lunches and participant give-a-ways</li> </ul>
<b>Evaluation &amp; Reporting Procedures</b>	<ul style="list-style-type: none"> <li>- Return materials to the Department</li> <li>- Pass along any follow up, or participant information, to staff</li> <li>- Quarterly meeting with staff to receive program updates, review materials etc.</li> </ul>
<b>Supervisor:</b>	Volunteer Coordinator or relevant staff person depending on request.
<b>Contact Person:</b>	May vary depending on person contacted to participate in the health fair.
<b>Contact Info:</b>	Department of Aging- 301-600-1605